



## ***Human Resources Newsletter***

***May 2007***

### **INSIDE THIS EDITION**

#### ***Notes From the Director, HR***

#### ***ACES***

- Award Term Meeting
- Virtual Counseling System (VCS)
- Video Telephony
- Laptop Computers Donated to Landstuhl

#### ***Administrative Services***

- Mail Directory Service for Drawdown Units
- Personally Identifiable Information (PII)
- Army Records Information Management System (ARIMS)
- Records Holding
- Army Records-Freeze Updates
- Postage Price Increase

#### ***Army Substance Abuse Program***

- JCAHO

#### ***Civilian Personnel***

- Awards
- Getting Performance Objectives Into the Performance Appraisal Application (PAA) Tool
- CEDAP
- Position Classification
- PSDR

#### ***Military Personnel***

- Vacancy Announcements
- Training Opportunities



## ***Human Resources Newsletter***

**May 2007**

### **Director's Notes**

**Congratulations to all DHRs, ADCOs, and ASAP staff for a most outstanding success in this year's inspection of garrison ASAP clinical operations by the Joint Commission. The high quality of your program, which now has been documented once again by the Joint Commission, is attributable to you all working as a cohesive team toward achieving excellence - and you did! This success is a feather in your hats.**

**We are still working on implementing NSPS guidance and business rules. The IMCOM Senior Executive Leader (SEL) Board has made additional decisions on a variety of NSPS-related matters, which now need to be built in to the IMCOM and Region guidance and rules. This is working at both levels at this time, but we will have products out to you shortly. Do not forget to keep checking the IMCOM-Europe webpage for new NSPS material. We now have made use of the page user-friendlier in that you only need to click the NSPS link on the front page, after which you will be taken directly to the NSPS guidance.**

**I have had several inquiries regarding a new concept on postal operations, and many of you may have seen briefing slides depicting this concept. If implemented, this new approach to delivery of postal services is expected to enhance customer service in all mail and postal operations, using exclusively civilian manpower. At this time, however, this concept still requires some final approvals. Once approved, we will provide more information and work with the affected organizations to effect implementation.**



## ***Human Resources Newsletter***

**May 2007**

### **ACES**

**The Award Term Meeting** - The Award Term Meeting will be held 27 - 30 August 2007 in Wiesbaden. Education Services officers and Education Services specialists who are appointed as site-specific contracting officer's representatives (SSCORs) for the post secondary and education support services contracts at their location should plan on attending. This annual contractual requirement assesses quality of performance over the last contract year and determines award of additional periods of performance. SSCOR participation is critical to the success of this process.

**Virtual Counseling System (VCS)** - Two major marketing initiatives designed to heighten awareness and use of the ACES Virtual Counseling System (VCS) at Army education centers and Army learning centers were recently launched. An AFN spot featuring an ACES counselor and Soldier was produced and should begin airing in the very near future. Posters that depict various facets of the ACES VCS in action are also in the production phase and will soon be distributed en masse to all USAGs in Europe.

**Video Telephony** - Through the power of video telephony, VCS enables Soldiers who are physically located at one location to have "virtual," live, face-to-face counseling sessions with ACES counselors who may be hundreds of miles away. Desktop sharing and collaboration are also enabled by VCS.

For more information on VCS and other ACES programs and services, please contact your hub Army Education Services officer.



## ***Human Resources Newsletter***

***May 2007***

### **ACES (Continued)**

**Laptop Computers Donated to Landstuhl** - Because of the swift response of the IMCOM-Europe HRD Education Branch, the Landstuhl Regional Medical Center (LRMC) has been selected to receive some of the remaining eArmyU laptop computers. Originally, these laptop computers were to be distributed to education centers, but the decision to give them to the "Wounded Warriors" was fully accepted by all!

The laptops are hand-receipted directly to the LRMC. All contact and shipping information for the property book officer has been forwarded to HRC, and the laptops are poised for immediate shipment.

We think this is a great initiative in support of our heroes, and the NCOIC of the "Wounded Warrior Program" was so happy to be receiving the laptops from ACES!

Hooah!



## ***Human Resources Newsletter***

**May 2007**

### **Administrative Services**

**Mail Directory Service for Drawdown Units** - ASB chiefs should ensure that inactivating and deploying units in their garrison set up temporary directory service to redirect official and personal mail after the unit departs. If directory service is not established before a unit departs, the results may be insufficient staffing to handle mail and storage problems.

- If a unit is designated for inactivation, the designated sister unit, higher headquarters, unit mailroom, or consolidated mailroom (CMR) must provide directory service for personal mail for 60 days. After 60 days, the Army post office will return the mail to sender (AE Reg 600-8-3, para 101c(1)).
- Redeploying units are responsible for organizing any type of required mail service before they redeploy. If a unit requires directory service from a CMR for 90 days after it redeploys, it must provide resources (funding or personnel) to enable the CMR to manage the directory service for that 90 days (para 101c(3)). More information is available in AE Regulation 600-8-3, paragraph 101; or by calling DSN 370-3920.



## ***Human Resources Newsletter***

**May 2007**

### **Administrative Services (Continued)**

**Personally Identifiable Information (PII)** – The increased rate of identity theft is directly related to the theft of PII, such as social security numbers, date of birth information, credit card numbers, and drivers license numbers. PII is covered under the Privacy Act of 1974 (5 USC 552a) and AR 340-21 (The Army Privacy Program). There are several online resources available to increase awareness of PII security, including the following websites:

- Federal Trade Commission (<http://www.ftc.gov/bcp/edu/microsites/idtheft/>)
- Social Security Administration (<http://www.ssa.gov/pubs/10064.html>)
- Department of Justice ([http://www.usdoj.gov/olp/identity\\_theft.htm](http://www.usdoj.gov/olp/identity_theft.htm))

Please call DSN 370-3920 for more information.

**Army Records Information Management System (ARIMS)** – ARIMS is the Army's mandatory recordkeeping process regulated by AR 25-400-2. All offices creating records on behalf of the Army must use ARIMS. ARIMS is used to create an office records list (ORL). The ORL provides instructions that list the record type, record description, corresponding regulation governing the record disposition, and standard record numbers. **USAG records managers are responsible for ensuring their customers are in compliance with ARIMS.** Please call DSN 370-3920 for more information.



## ***Human Resources Newsletter***

***May 2007***

### **Administrative Services (Continued)**

**Records Holding** - The Army in Europe Records Holding Area (AERHA) is located in Bensheim, Germany. The AERHA is the repository for all Army in Europe records eligible for retirement and storage. Records are stored until the end of their retention period, then destroyed or forwarded to a Federal records center in the continental United States. Due to the Army in Europe transformation, inactivating units must process their records according to AR 25-400-2. AE Regulation 25-400-2 provides the steps that inactivating units must use to transfer records and instructions to retire records to the AERHA. Please call DSN 370-3920 for more information.

**Army Records-Freeze Updates** - The most recent information about Army records freezes (on hold) is available in Army Knowledge Online (AKO) as follows:

- **AKO**
- **Files**
- **U.S. Army Organizations**
- **Army Records Management**
- **Record Freezes**



## ***Human Resources Newsletter***

***May 2007***

### **Administrative Services (Continued)**

**Postage Price Increase** - U.S. Postal Service price changes and new mailing standards went into effect on 14 May 2007. Official mail managers who have not downloaded the new rates to their meter heads must call DSN 370-3604 for further instructions.



## ***Human Resources Newsletter***

***May 2007***

### **Army Substance Abuse Program**

From Dr. McCollum: As the regional manager for the Army Substance Abuse Program, I am pleased to announce that the European ASAP, based on a survey that was conducted from 7 through 9 May 2007, was reaccredited (for 3 years) with exceptional comments from the Joint Commission surveyor (formally known as the JCAHO). We have worked hard as a team to achieve this well-deserved accolade and will continue to strive for excellence within the substance-abuse field, never forgetting whom we serve: the American Soldier.

In addition, the following garrisons received GREEN ratings from the Army Center for Substance Abuse Programs (ACSAP) Biochemical Testing Branch: Ansbach, Bamberg, Baumholder, Hanau, Schweinfurt, Stuttgart, and Wiesbaden. In addition, USAG Heidelberg received a staff assistance inspection from the ACSAP regarding the ADCO program, including the areas of prevention/education, community relations, urinalysis, and fiscal and manpower management. USAG Heidelberg was also in the GREEN and was found to have an excellent program. Hats off to all . . .



## ***Human Resources Newsletter***

**May 2007**

### **Civilian Personnel**

**Awards** - Awards that must be forwarded to HQ IMCOM must include the justification and the proposed citation as a Word document to allow us to correct typos without having to go back to you for corrections.

### **Getting Performance Objectives Into the Performance Appraisal**

**Application (PAA) Tool** - The PAA tool became available after 23 March 2007. There are step-by-step guides for both the employee and the supervisor on this website and you should print out the guide and use it as you input your performance objectives. The Performance Appraisal Application (PAA) User Guide from CPMS is located at [https://www.chra.army.mil/NSPS-training/how-to\\_videos.htm](https://www.chra.army.mil/NSPS-training/how-to_videos.htm). This guide gives thorough coverage of some of the primary tasks in the PAA and is particularly useful in describing the overall appraisal process. A supplement to the CPMS Guide, specifically on the higher level reviewer processes, is also available on the website.

**CEDAP** - DHRs are reminded to strictly follow procedures established in HQ IMCOM memorandum, 4 October 2006, subject: IMCOM-EURO Civilian Executive Development Assignment Program (CEDAP). The CEDAP is closely monitored IMCOM-wide and we need to follow the established procedures in order to make this program successful.

**Position Classification** All classification actions, even those that involve standard PDs, must be sent to the Region inbox, MGR-0IMCOM NSPS-MGRD. Do



## ***Human Resources Newsletter***

***May 2007***

### **Civilian Personnel (Continued)**

**PSDR** - Region-wide PSDR job announcements were opened 18 May and closed 24 May 2007 using the new Europe Region standard PD for all positions, JD251291, Human Resources Technician (military) YB-0203-01. In this pay band, one job description replaces grade levels GS-4, -5, and -6. Use this PD for future recruitments. However, since USAREUR will not convert to NSPS until November, 1st PERSCOM job fills will still be advertised as GS-4, -5, and -6 until these positions transfer to IMCOM-Europe.



## ***Human Resources Newsletter***

**May 2007**

### **Military Personnel**

**Vacancy Announcements** - We continue to make progress toward filling our resourced requirements in the garrison MPDs. Currently on CPOL there are 43 vacancies being recruited, and 23 more to follow. Eligible candidates are encouraged to apply, and local hiring officials should spread the word through word of mouth and e-mail. The first 43 vacancies are announced under the NSPS and may be found by searching for grade level 1, series 0203. The following 23 will be announced under the old GS system and will be grade level 4 or 5.

**Training Opportunities** - In order to help you train these new employees, the 1st PERSCOM S1 Assistance Team has prepared a 2-week block of instruction for Soldiers and civilians providing personnel services in your location. We sent you a proposed training calendar and POI, so we trust that you are making arrangements to receive them. While the priority for training is Soldiers in deploying units and S1 personnel who did not receive initial new organizational training team training, there will be plenty of seats available for your folks. This is a great opportunity for your new civilian employees to get some hands-on training from seasoned professionals.

A mobile training team from the United States Army Casualty and Memorial Affairs Operation Center will conduct training for garrison personnel from 28 July to 11 August 2007. Its mission is to train all IMCOM-Europe USAG casualty assistance personnel (USAG CAO and CNO trainers and casualty administrators) and available USAREUR unit noncommissioned officers and commissioned officers (sergeant first class and above) who are or could be assigned CAO or CNO duties. This training is designed to train the trainers at each location on how to incorporate the newly developed standardized training packages into their local periodic training, and to train Soldiers to prepare them for carrying out the most important, significant duty they may ever have: that of caring for our Army family during a most difficult time. A USAREUR message with implementing guidance and scheduled dates is forthcoming.



## ***Human Resources Newsletter***

***May 2007***

# ***Visit the IMCOM-Europe DHR webpages!***

**USAG Bamberg**

<http://www.bamberg.army.mil/sites/directories/dhr.asp>

**USAG Baumholder**      <http://www.baumholder.army.mil/sites/directories/dhr.asp>

**USAG Benelux**

<http://www.usagbenelux.eur.army.mil/sites/directories/human.asp>

**USAG Brussels**

<http://www.usagbrussels.eur.army.mil/sites/directories/human.asp>

**USAG Darmstadt**

<http://www.darmstadt.army.mil/sites/directories/human.asp>

**USAG Garmisch**

<http://www.garmisch.army.mil/sites/directories/adjutant.asp>

**USAG Grafenwöhr**

<http://www.grafenwoehr.army.mil/sites/directories/human.asp>

**USAG Hohenfels**

<http://www.grafenwoehr.army.mil/sites/directories/human.asp>

**USAG Kaiserslautern**

[http://www.kaiserslautern.army.mil/sites/directories/dhr\\_default.asp](http://www.kaiserslautern.army.mil/sites/directories/dhr_default.asp)

**USAG Stuttgart**

<http://www.stuttgart.army.mil/sites/directories/adjutant.asp>

**USAG Wiesbaden**

<http://www.wiesbaden.army.mil/sites/directories/human.asp>